

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
December 14, 2015

MEETING OPENED: 4:08 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman;
Robert Demers, Treasurer, State Appointee;
Linda Brabant; Melissa Maniscalco, Executive Director

ALSO PRESENT: None

ABSENT: Marc DiFruscia, Assist. Treasurer

1. Motion by John Deputat, seconded by Bob Demers, to approve the minutes of November 14, 2015. **Upon roll-call the motion passed by a vote of 4-0.**
 2. Motion by Linda Brabant, seconded by Bob Demers, **unanimously voted to authorize and approve bills for December 2015.**
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- a) DHCD released notices 2015-5-December, 2015-29 & 2015-30. 2015-5-December is about the preventative maintenance monthly reminders. The reminder was passed out by the director to all maintenance personnel. 2015-29 is an addendum to the original 2015-29 notice to let authorities know that the December 1st bidders conference was postponed until December 15th. The original notice was about funding availability for the Mixed-Income Community Development program that will provide up to \$1 million in funding to LHA's who are interested in redevelopment of their public housing portfolio. 2015-30 is a notice about DHCD's new per unit premium rate of 102.00 per unit for blanket property, boiler & machinery and crime insurance for housing authority's.
 - b) The Director presented the MassNAHRO Newsletter for December. The newsletter had some information regarding the fall conference. There was nothing else that stood out in the newsletter that needed to be brought to the board's attention.
 - c) The director informed the board that 5 DD, 56 SC were vacant. Both are expected to be leased up by the end of the month.

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d) The director updated the board on the 667-1 & 667-2 window replacement project. Buildings 11-20 are complete. The contractor performed asbestos testing on buildings 1-10 and we are waiting for the results to come in and for the contractor to write a change order for remediation and additional work. Once the contractor has the info available there will be a job meeting between the THA, contractor, architect and DHCD construction supervisor to go over it. We are hoping that this will not take more than a few weeks.

e) The director has been working on updating the authority's Capital Improvement Plan. The deadline for submitting the updated plan to DHCD is January 15, 2016. Updates are to include replacing the front and back exterior doors at all of the units on Carnation Dr., bathroom rehab at 1 & 4 Pondview Lane, new roof, dumpster enclosure, bathroom upgrades and flooring at Roy Way, interior painting and repairs at 7 Pondview, new roof at Water St. and bathroom upgrades & replacement of the fire alarm system at Saunders Circle.

3. Motion by Bob Demers, seconded by John Deputat to approve submitting the updated capital improvement plan to include the replacement of doors at Carnation Dr., bathroom rehab at 1 & 4 Pondview, roof replacement, dumpster enclosure & bathroom upgrades and new flooring at Roy Way, roof replacement at Water St, interior paint and repairs at 7 Pondview, bathroom upgrades and replacing the fire alarm system upgrade at Saunders Circle. **Upon roll-call the motion passed by a vote of 4-0.**

f) HUD has published the final FMR's for FY 2016. The published rates are effective December 11, 2015. The director recommended that the housing authority use the published FMR's for each bedroom size as the authority's pay standard. The bedroom sizes are published as follows. Efficiency is \$802, 1 bedroom is \$960, 2 bedroom is \$1,213, 3 bedroom is \$1,505 and 4 bedroom is \$1,678.

4. Motion by John Deputat, seconded by Linda Brabant to approve to use HUD's published fair market rents for each bedroom size across the board as the authority's pay standard. **Upon roll-call the motion passed by a vote of 4-0.**

g) There was a brief discussion about the Occupancy/ Monitoring Clerk position. The members of the board would like the position added into the affordable housing budget for 17 hours per week at a budget of \$17,000.00.

5. A motion was made by John Deputat, seconded by Bob Demers to approve to include the position of Occupancy/ Monitoring Clerk for 17 hours per week at a budget amount of \$17,000 to the Affordable Housing budget. **Upon roll-call the motion passed by a vote of 4-0.**

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18. A motion was made by Bob Demers, seconded by Linda Brabant to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 4-0.**

Meeting adjourned 4:35 P.M.

Minutes Approved on 1/11/2016